

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1216

**TITLE:** BUDGET ANALYST III

**GRADE:** S-27

**DEFINITION:**

Under limited supervision, performs advanced technical work in the preparation, review and presentation of the County budget by analyzing budgetary input, history, and performance measures, formulating budget recommendations and proposing additions or modifications to existing performance measures; **OR** supervises a group of subordinate Budget Analysts **OR** assists in performing advanced level, highly specialized professional budgeting duties such as fiscal legislative analysis or analysis and formulation of County-wide performance measures and supervises a small group of budget analysts; and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Budget Analyst III differs from the Budget Analyst II in that the Budget Analyst III performs advanced specialized technical work or supervises subordinate Budget Analysts or assists with advanced and highly specialized budget duties and supervises a small group of Budget Analysts; whereas the Budget Analyst II performs journey-level technical work of preparing, reviewing, and presenting of the County budget.

The Budget Analyst III differs from the Budget Analyst IV in that the Budget Analyst III performs advanced specialized technical work or supervises subordinate Budget Analysts or assists with advanced and highly specialized budget duties and supervises a small group of Budget Analysts; whereas the Budget Analyst IV manages and oversees the technical work of preparing, reviewing and presenting the County budget, supervises subordinate Budget Analysts and performs advanced and highly specialized professional budgeting duties.

**ILLUSTRATIVE DUTIES:**

Analyzes complex problems and advises other Budget Analysts of methods of handling them or procedures to be followed;

Reviews reports and recommendations on department and component unit budget needs, indicates tentative approval or disapproval based on established policies and practices, and forwards findings and recommendations to Budget Analyst IV with modifications and/or recommendations;

Advises and assists departments and component units in the preparation of budget estimates and supporting data;

Participates in the development and implementation of strategic and management initiatives;

Supervises day-to-day budget activities assigned to subordinate Budget Analysts;

Conducts studies and prepares reports on financial and administrative problems;

Develops budget presentations and analyzes information relating to capital project funding;

Attends and participates in public hearings and meetings;  
Prepares responses to information requests from the Board of Supervisors, the County Executive, agency management or the public;  
Confers with department and component unit representatives to secure information regarding workloads, programs and needs;  
Prepares summaries, analyses and recommendations on budgetary requests and programs;  
Reviews and assesses the impact of various purchasing and personnel forms in an appropriate manner as defined in budget procedures;  
Prepares charts, graphs and statistical tables to aid in the presentation and consideration of the budget and programs;  
Coordinates or assists in the coordination of various budget processes;  
Provides training and consultation related to the budget;  
Monitors assigned budgets;  
Assists in developing policies, procedures, and practices governing the development, formulation and maintenance of the budget;  
Conducts miscellaneous research associated with the analyst functions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of the principles and practices of public administration, with particular reference to governmental budget and finance administration;  
Knowledge of the laws and regulations governing the budgetary activities of Fairfax County, or the ability to rapidly acquire such knowledge;  
Considerable knowledge of the policies, procedures, and practices to develop and monitor budgets;  
Knowledge of the mission, goals, objectives and organizational structure of the assigned budget's unit or program;  
Knowledge of the budget cycle and requirements of preparing the county's annual budget document;  
Knowledge of project/program management life cycle and ways to evaluate project/program effectiveness;  
Ability to identify and recommend solutions to solve business issues;  
Ability to evaluate the benefits, costs, and overall impact to the budget of various proposals and solutions;  
Ability to analyze and evaluate financial statements and make meaningful conclusions from conflicting data;  
Ability to make informed recommendations when evaluating proposals and alternatives;  
Ability to prepare reports and to present financial and statistical data in clear and concise form;  
Ability to communicate oral and written information in a manner that is clear, organized and appropriate for the audience;  
Ability to deal tactfully and effectively with people;  
Ability to manage competing priorities and shifting requirements;  
Ability to exercise a high degree of initiative and judgment in analyzing organizational and procedural problems of a highly difficult and complex nature, and in making recommendations thereon;  
Ability to supervise and train subordinate Budget Analysts.

**EMPLOYMENT STANDARDS:**

“Any combination of education, experience, and training equivalent to the following: Graduation from an accredited four-year college or university with either a bachelor’s degree in public administration, business administration, economics, public policy, or a directly related field of study; OR Graduation from an accredited four-year college or university with course work in public administration, public policy, economics or quantitative analysis; PLUS

Four years of technical budget preparation or closely-related analysis work such as revenue analysis, organizational performance measurement analysis, or fiscal legislative analysis.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

Positions in this class with fiscal responsibility may be subject to criminal history records checks and/or credit checks as a condition of hire or continued employment.

REVISED: July 13, 2005

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